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REPUBLIC OF THE PHILIPPINES
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DEPED ORDER
No. 29, s. 2002

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MERIT SELECTION PLAN OF THE DEPARTMENT OF EDUCATION

To : Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents
Elementary/Secondary School Principals
Chiefs of Divisions
All Concerned

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum Circular No. 03, s. 2001, this Merit Selection Plan (MSP) is hereby adopted for the guidance of all concerned.

I. OBJECTIVES

It is the policy of the Department of Education (DepEd) to strictly adhere to the principles of merit, competence, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. In this pursuit, the DepEd Merit Selection Plan aims to:

1. Establish a system that is characterized by strict observance of the principles of merit, competence and fitness in the selection of employees for appointment to positions in the career and non-career service in all levels.
2. Create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

II. SCOPE

This Merit Selection Plan is a systematic method of assessing and selecting employees on the basis of their relative qualifications and competence to perform the duties and responsibilities of the position. The Plan covers career positions in the first, second and third levels in the DepEd whether teaching or non-teaching. It may also include non-career positions.

III. DEFINITION OF TERMS

1. **Appointing Authority.** It refers to the person or body authorized by law to make appointments in the civil service.
2. **Career Service.** It refers to positions in the civil service characterized by:
(1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications;
(2) opportunity for advancement to higher career positions; and (3) security of tenure.
3. **Comparatively at Par.** This refers to predetermined reasonable differences or gaps between point scores of candidates for appointment established by the Personnel Selection Board (PSB).
4. **Deep Selection.** It is the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
5. **Demotion.** It is the movement of an employee from one position to another with reduction in duties, responsibilities, status or rank, which may or may not involve reduction in salary and is not disciplinary in nature.
6. **Department.** It refers to the Department of Education (DepEd).
7. **DepEd Office.** It refers to the offices of the Department in the central, regional, division, district and school levels.
8. **Discrimination.** It is a situation wherein a qualified applicant is not included in the selection lineup on account of gender, civil status, pregnancy, disability, religion, ethnicity or political affiliation.

9. **First Level Positions.** It refers to positions that include clerical, trades and crafts, and custodial service which involve subprofessional work in a non-supervisory or supervisory capacity.
10. **Hiring Quota.** It refers to a predetermined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in equivalent positions at every level, provided they meet the minimum requirements of the position.
11. **Job Requirements.** These are requisites not limited to the qualification standards of the position, but may include skills, competencies, potentials, physical and psycho-social attributes necessary for the successful performance of the duties required of the position.
12. **Merit Selection Plan.** It is a systematic method of selecting employees on the basis of their qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled.
13. **Next-In-Rank Position.** It refers to a position which, by reason of the hierarchical arrangement of positions in the Department, is determined to be in the nearest degree of relationship to higher position as contained in the Department *System of Ranking Positions* (SRP).
14. **Non-Career Service.** These are positions expressly declared by law to be in the non-career service, or those whose entrance in the service is characterized by: (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service, and (2) tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.
15. **Organizational Unit.** This refers to a school/district/schools division/division level in a region or division level in a bureau/center/service.
16. **Personnel Action.** It refers to any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reemployment, reinstatement, reappointment, detail, reassignment, secondment and demotion.

17. **Promotion.** It refers to the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
18. **Qualification Standard.** It is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility required in the performance of the job.
19. **Qualified Next-In-Rank.** It refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the Secretary and who meets the requirements for appointment to the next higher position.
20. **Second Level Positions.** It refers to positions involved in professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
21. **Secretary.** It refers to the head of the DepEd.
22. **Selection.** It is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of a position.
23. **Selection Lineup.** It is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.
24. **Superior Qualifications.** It means outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.
25. **System of Ranking Positions.** It is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
 - a) organizational structure;
 - b) salary grade allocation;
 - c) classification and functional relationships of positions; and
 - d) geographical location

26. **Third Level Positions.** These positions generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service (CES) Eligibility. These include Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Director of Services, Schools Division Superintendent, Assistant Schools Division Superintendent and other officers of equivalent rank.

IV. BASIC POLICIES

1. Selection of employees for appointment in the DepEd shall be anchored on the principles of merit, competence, fitness and equality. It shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
2. When a position in the first, second or third level becomes vacant, applicants for appointment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.

In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.

3. Vacant positions marked for filling up shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall be posted in at least three (3) conspicuous places in the DepEd Office concerned for at least 10 (ten) calendar days. Other appropriate modes of publication shall be considered.

Filling up of vacant positions shall be made after ten (10) calendar days from publication.

The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

Vacant positions which are not filled up within six (6) months should be republished.

4. The following positions are exempt from the publication requirement:
 - 4.1 Primarily confidential positions;
 - 4.2 Positions which are policy determining;
 - 4.3 Highly technical positions;

- 4.4 Coterminous positions;
 - 4.5 Contractual positions;
 - 4.5 Third level positions (Career Executive Service); and
 - 4.6 Positions to be filled by existing regular employees in the Department in case of reorganization
5. A Personnel Selection Board (PSB) for first and second level positions shall be established. It shall be governed by the principles of fairness and impartiality in the assessment of candidates for appointment.
 6. All candidates for appointment to first and second level positions shall be screened by the PSB. Candidates for appointment to third level positions shall be screened by the National Search Committee (NSC).
 7. The PSB members, including alternate representatives for first, second and third level positions, shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.
 8. Appointments to the following positions shall no longer be screened by the PSB:
 - 8.1 Substitute appointment due to their short duration and emergency nature; However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
 - 8.2 Appointment to entry laborer positions;
 - 8.3 Appointment to personal and primarily confidential positions; and
 - 8.4 Renewal of temporary appointment issued to the incumbent personnel.
 9. For vacancies in the first and second levels, all qualified next-in-rank employees in the organizational unit where the vacancy exists shall be automatically considered candidates for promotion to the next higher position.
 10. In upholding the principles of fairness and impartiality in the assessment of candidates, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
 11. The appointing authority shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, insofar as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.

12. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone the selection process.
13. The comparative competence and qualifications of candidates for appointment shall be determined on the basis of:

13.1 PERFORMANCE

- a) For appointment by promotion, the performance rating of the appointee for the last three (3) rating periods prior to the effectivity date of the appointment should be at least *Very Satisfactory*.
- b) For appointment by transfer, the performance rating for the last three (3) rating periods immediately preceding the transfer from the former office should be at least *Very Satisfactory*.

13.2 EDUCATION AND TRAINING. These include educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants and others which must be relevant to the duties of the position to be filled.

13.3 EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS. These include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

13.4 PSYCHO-SOCIAL ATTRIBUTES AND PERSONALITY TRAITS. These refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychological aspects include the way a person perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and to social situations.

13.5 POTENTIAL. It refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

14. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in

the *System of Ranking Positions (SRP)* approved by the head of the DepEd or the lone or entrance position indicated in the Department staffing pattern.

15. An employee who is on local or foreign scholarship or training grant; on authorized leave with pay for not more than two (2) months or on detail may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship/training grant /authorized leave/detail/secondment.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty. For those on scholarship or training grant or authorized leave, effectivity shall be after said scholarship/training grant /authorized leave/detail/secondment.

16. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
17. A notice announcing the appointment of an employee shall be posted for at least fifteen (15) calendar days in three (3) conspicuous places in the DepEd Office concerned a day after the issuance of the appointment.
18. The approved DepEd Merit Selection Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

V. PROCEDURES

1. Publish the vacant position in the CSC Bulletin of Vacant Positions or through other modes of publication and post the same in three (3) conspicuous places in the DepEd office concerned for at least ten (10) calendar days. Men and women shall be encouraged to apply.
2. List candidates aspiring for the vacant position, either from within or outside of the DepEd offices, including qualified next-in-rank employees. In the process, the predetermined ratio of applicants for appointment or hiring quota, among others, should be considered.
3. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment, such as: written examination, skills test, interview and others. Psychological test shall be required for original

candidates/appointees or as may be necessary. After which, selection lineup shall be prepared and posted in three (3) conspicuous places in the DepEd offices for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

3.1 The selection lineup shall reflect the comparative competence and qualification of candidates on the basis of:

- a. PERFORMANCE
- b. EDUCATION and TRAINING
- c. EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS
- d. PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS
- e. POTENTIAL

A greater percentage weight shall be allocated to performance

4. Notify all applicants of the outcome of the preliminary evaluation.
5. Submit the selection lineup to the PSB for deliberation en banc.
6. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level positions. Evaluate and deliberate en banc the qualifications of those listed in the selection lineup.
7. Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

8. Assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, insofar as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

To determine candidates who are comparatively at par, the PSB shall set reasonable difference or gap between point scores of candidates for appointment.

9. Issue appointment in accordance with the provisions of the DepEd Merit Selection Plan.
10. Post a notice announcing the appointment of an employee for at least fifteen (15) days in three (3) conspicuous places in the DepEd Office concerned a day after the issuance of the appointment. The date of posting should be indicated in the notice.

VI. GRIEVANCE

1. A qualified next-in-rank employee may present the grievance with the office grievance machinery under the following conditions:
 - 1.1 Non-compliance with the selection process;
 - 1.2 Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
 - 1.3 Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority and;
 - 1.4 Other violations of the provisions of this Merit Selection Plan

VII. COMPOSITION OF THE PERSONNEL SELECTION BOARD

1. For **first** and **second** level positions:
 - 1.1 As Chairperson: the Secretary/Regional Director(RD)/Schools Division Superintendent(SDS) or his/her authorized representative;

Highest official responsible for personnel management.
 - 1.2 Division Chief or the authorized career service representative of the Division or Unit where the vacancy is;
 - 1.3 The Human Resource Management Officer or official/employee directly responsible for personnel management; and
 - 1.4 Two representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the DepEd offices.

In case there is no accredited employee association in the DepEd offices, the representatives shall be chosen at large by the employees, through a general assembly or any mode of selection to be conducted for the purpose. The candidate who garnered the second highest number of votes shall automatically be the alternate representative.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the accredited employee association may designate an alternate.

2. For **third** level positions:

2.1 As Chairperson: Secretary or his/her authorized representative.

2.2 Members. There shall be three (3) career executive officers to be designated by the Secretary.

The Human Resource Management Office shall act as the Secretariat for the PSB of the first, second and third levels.

The Secretary/RD/SDS shall ensure equal opportunity for men and women to be represented in the PSB for all levels.

VIII. FUNCTIONS AND RESPONSIBILITIES

1. The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:

1.1 Disseminate copies of the DepEd Merit Selection Plan (MSP) and its annexes to all agency personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRD Unit within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;

1.2 Develop a System of Ranking Positions which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;

- 1.3 Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
 - 1.4 Develop a plan which shall set the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
 - 1.5 Develop and maintain an updated qualification database of employees of the DepEd office to include education, training, experience, skills, competencies and other similar information;
 - 1.6 Develop a program to fast track the career movement of employees with superior qualifications;
 - 1.7 Publish vacant positions as required under RA 7041;
 - 1.8 Prepare a list of candidates aspiring for the vacant position either from within or outside of the DepEd office, including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation;
 - 1.9 Conduct preliminary evaluation of the qualification of all candidates;
 - 1.10 Notify all applicants of the outcome of the preliminary evaluation; and
 - 1.11 Submit selection lineup to the PSB for deliberation en banc.
The employees shall be responsible for updating their Personal Data Sheet annually, if deemed necessary, and submit supporting documents thereto to the Human Resource Management Office/Unit.
2. The Personnel Selection Board for 1st, 2nd and 3rd levels shall have the following functions and responsibilities:
 - 2.1 Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a) Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.

- 2.2 Disseminate screening procedure and criteria for selection to all DepEd officials, employees and interested applicants. Any modification of the procedure and criteria for selection shall, likewise, be properly disseminated.
- 2.3 Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
- 2.4 Evaluate and deliberate en banc the qualifications of those listed in the selection lineup.
- 2.5 Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 thereof.

- 2.6 Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
 - 2.7 Orient DepEd officials and employees pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.
3. The appointing authority shall have the following functions and responsibilities:
 - 3.1 Establish a Personnel Selection Board and see to it that all PSB members undergo orientation and workshop on the selection/promotion process and CSC policies and appointments. The DepEd Secretary shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
 - 3.2 Assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select insofar as practicable, from among the following:
 - a) top five ranking applicants deemed most qualified to the vacant position;

- b) applicants who have undergone deep selection and found to possess superior qualifications; and
- c) pool the Brightest for the Bureaucracy Program (BBP).

IX. EFFECTIVITY

This Merit Selection Plan, which has been approved by the Civil Service Commission(CSC), shall take effect immediately. Any subsequent changes in, or amendments to this MSP shall be subject to the approval of the CSC and shall not take effect until six months from the date of the approval.

DECS Order No. 8, s. 1993 is hereby amended and modified accordingly.

X. COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Promotion Plan. It is understood that this MSP shall be the basis for expeditious approval of appointments.


ERNESTO S. PANGAN
Undersecretary

Reference:

DECS Order: No. 8, s. 1993

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
EMPLOYEES
OFFICIALS
POLICY